

## QUESTIONS & ANSWERS ABOUT WORKING AT THE POLLS IN SAN DIEGO COUNTY

### Q. What is a Poll Worker?

A. Poll workers are United States Citizens who have registered to vote in California and give their valuable time by working at community polling places on Election Day so their fellow citizens can exercise their voting rights. There are four poll worker positions; see the requirements for each position below.

### Q. Who can work at the polls?

A. Any United States citizen registered to vote in California.

### Q. How are County Employee Poll Workers reimbursed for the anticipated expense of meals, travel and training?

A. Under the County's Employee Poll Worker Program, you receive your regular wages for the day and the poll worker stipend. (Unclassified Managers are not eligible for the stipend.) Poll workers are considered volunteers, not employees. They are not paid wages, but are provided with a stipend to offset the anticipated expenses of their service, including meals, travel costs and training. Poll workers are mailed a check approximately 4 weeks after the election. Stipends should be cashed as soon as received as they expire within 6 months. Because poll workers are not employees, they are not entitled to unemployment compensation after their service is completed. *(If a poll worker earns more than \$600 in a year the County will send out the required tax documentation for reporting purposes.)*

- With supervisor approval, employees may complete online training and attend class during scheduled work hours.
- County employee poll workers will need to turn in the signed Work Verification form from Election Day to their Supervisor.
- If Election Day is your regularly scheduled day off, you only receive the poll worker stipend.
- If you are assigned a Standby position and do not work at a poll on Election Day you are not eligible for the stipend.

### Q. What are the hours of work?

A. 5:45 a.m. to approximately 10:00 p.m. on Election Day. Workers have two forty-five minute meal breaks as scheduled by the Precinct Inspector.

### Q. Can poll workers work part of the day?

A. Poll workers serve the entire day. (The only exception to this rule is when two immediate family members agree to split their day as a Clerk at the polling place, with one member serving as a volunteer and the other receiving the check.)

### Q. What are the responsibilities of a Precinct Inspector (PI)

A. \$150 stipend (\$25 will be deducted if all required training is not completed)

- Contact poll owner and all team members to arrange a time to set up the poll
- Complete required training:
  - o Finish online training before class and attend two hour class
  - o Encouraged to participate in touchscreen workshop right after class
- Required to pick up supplies on assigned date and store them in a secure location
  - o \$20 added to stipend for making this extra trip (ineligible if picking up supplies at class)
- Required to complete four homework assignments before Election Day
  - o Count ballots and mail inventory form to Registrar of Voters by deadline
  - o Assemble Roster of Voters
  - o Write "M's" on roster pages
  - o Add verbal certification code voters to blue pages
- Coordinate duties, breaks and closing the poll on Election Day; use personal cell phone for communications (\$5 added to stipend)
- Drop off supplies at the collection center

### Q. What are the responsibilities of a Touchscreen Inspector (TI)

A. \$125 stipend (\$25 will be deducted if all required training is not completed)

- Complete required training:
  - o Finish online training before class, attend two hour class, and participate in touchscreen workshop right after class
- Required to pick up supplies on assigned date and store them in a secure location
  - o \$20 added to stipend for making this extra trip (ineligible if picking up supplies at class)
- Set up touchscreen, help set up poll, take care of voters and close the poll
- May be responsible for carpooling to the collection center with the Precinct Inspector to drop off supplies

### Q. What are the responsibilities of an Assistant Inspector (AI)

A. \$125 stipend: (\$25 will be deducted if all required training is not completed)

- May be required to fill in for PI or TI, pick up supplies on assigned date and store them in a secure location
- Complete required training:
  - o Finish online training before class and attend two hour class
  - o Encouraged to participate in touchscreen workshop right after class
- Help set up, take care of voters and close the poll
- Check that all signature and security seal requirements are met

### Q. What are the responsibilities of a Clerk?

A. \$75 stipend

- \$25 added to stipend if complete online training before class and attend two hour class
- Help set up, take care of voters and close the poll

### Q. What are the responsibilities of a Bilingual Poll Worker?

A. Additional \$15 if appointed to fulfill Chinese, Filipino, Spanish, or Vietnamese assignment at poll

- Assist citizens who may not speak English well to feel comfortable and informed by voting in their first language
- Bilingual assistance to voters is a commitment of the County of San Diego and required by Federal law

### Q. What additional training resources do I have to prepare me for Election Day?

A. There is a hotline available to answer your questions about online training; material covered in class or supply homework in order for you to feel confident and prepared for Election Day. There are also workshops for two days before the election to practice setting up your poll, helping voters and closing the poll.

### Q. Contact Information:

A. Mail Stop 034 • Fax 858-495-5357 • Email: [Jean.Vukotich@sdcounty.ca.gov](mailto:Jean.Vukotich@sdcounty.ca.gov) • Phone 858-694-3419